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Approved For Release 2006/02/07 : CIA-RDP92-00420R000400030041-2

FOIA Registry

78-0181/2

Executive Registry

78-4182/2

MEMORANDUM FOR: Acting Deputy Director for Administration  
Director of the National Foreign Assessment Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Chairman, Executive Career Service Board

SUBJECT : Establishment of Career Service Panels to Administer  
the Career Management of Secretarial and Clerical  
Personnel

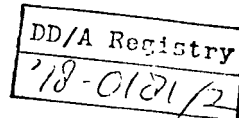
1. Secretaries and clerical personnel comprise a significant and essential segment of the total work force of the Agency. It is incumbent therefore that the Career Services be actively concerned with their interests and development to the same degree directed to the needs of professional employees. The subject of establishing a structured and formalized approach to the career management of secretarial and clerical personnel has recently been reexamined with the conclusion that there is a clear and definite need for expanded programs and methods to assist talented personnel to expand their potential fully, to increase career opportunities, enrich the job environment, and allow the Agency to make maximum use of the qualifications and experience of existing personnel resources.

2. On the basis of this reexamination it has been determined that the effectiveness of the career development and management of secretarial and clerical employees will be enhanced by the establishment of formal secretarial and clerical panels by each of the Career Services and where applicable, by their Sub-groups.

3. Effective immediately, each Head of Career Service will initiate planning and undertake actions leading to the establishment by 1 April 1978 of a Career Service-level Senior Secretarial Career Service Panel for the career management, development, competitive evaluation, ranking, promotion and assignment of secretarial personnel grades GS-08 and above within the Career Service and the competitive selection for assignment of incumbents to secretarial positions grades GS-08 and above within the Career Services. In addition, in those Directorates where employee

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career management is centralized at the Career Service level, a panel (or panels as may be dictated by the size and composition of the secretarial and clerical employee occupational groups) will be established to fulfill the career management responsibilities for other secretarial (GS-07 and below) and other clerical employees (all grade levels) within the Career Service at large. In those Career Services which have established Career Sub-groups for the career management of certain employee groups, each such Sub-group will institute formal panel structures to administer the career management functions for other secretarial (i.e., GS-07 and below) and other clerical employees (all grade levels) within the Sub-group's jurisdiction.

4. To assure uniformity in the development of the secretarial and clerical career management panel system, Heads of Career Service will incorporate the following basic policy guidances in their programmatic actions:

(a) Establish uniform criteria to be used by the secretarial and clerical panels within the Career Service and its Sub-groups in conducting competitive evaluation, ranking, and promotion exercises.

(b) Publish and disseminate the criteria to members of the Career Service.

(c) Establish guidelines for the identification of candidates and selection of secretarial personnel to positions at the GS-08 and above level. The guidelines will include a restriction on the assignment of individuals to GS-08 and above secretarial positions to employees with personal grades either at the grade level or no more than one grade level below that of the position to be filled and will insure that all qualified personnel are considered for each available position. The guidelines may provide for either panel selection of the individual for the assignment or for panel nominations of up to three "best" qualified candidates for the supervisor's selection. Whatever guideline is chosen for the system must be followed in all cases.

5. In those Career Services which have established Career Sub-groups for the career management of certain employee groups, each such Sub-group will institute formal panel structures to administer the career management functions for other secretarial (i.e., GS-07 and below) and other clerical employees (all grade levels) within the Sub-group's jurisdiction. The Sub-group may develop criteria supplemental to that of the Career Service if the particular functions or structure of the Sub-group warrants the additional guidance. The supplemental criteria are subject to the review and approval of the Head of the Career Service.

6. The Office of Personnel will monitor the ongoing development of these panel systems and will provide advice and assistance as needed. As experiences are gained inter-Career Service discussions will be arranged to provide for the sharing of ideas, methodology and techniques.

STANSFIELD TURNER  
Director

ORIGINATOR:

STAT  
Acting Director of Personnel

13 JAN 1978

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AT OP/P&C  (9 Jan 78)

Background  
data re: clinical  
patient distribution  
as of 31 Dec 77 -  
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